



ACHIEVEMENT IN MONTANA

Quick Reference Guide

2009 Spring Attendance Collection – Direct Entry

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

Enrollment Summary Report: The **Enrollment Summary Report** counts students by **School**, **Race/Ethnicity** and **Gender**.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the **Enrollment Summary** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select **Generate Report**.

Student Population by Ethnicity (male/female/total)									
School	Grade	Hispanic or Latino	Asian	Hispanic or Latino	Black or African American	White, Non-Hispanic	Native American or Pacific Islander	Other	Total
World Family School									
	Grade 01	0000	0000	1001	1001	2002	0000	0000	4004
	Grade 02	0000	0000	0000	0000	4004	0000	0000	4004
	Grade 03	0000	0000	1001	1001	2002	0000	0000	5005
	Grade 04	0000	0000	1001	2002	2002	0000	0000	5005
	Grade 05	1001	0000	0000	0000	0000	0000	0000	4004
	Grade 06	0000	0000	1001	1001	1001	0000	0000	3003
	Grade 07	0000	0000	0000	0000	0000	0000	0000	0000
	Grade 08	1001	1001	0000	0000	2002	1001	0000	5005
	Grade 09	0000	0000	0000	1001	1001	0000	0000	2002
	Grade 10	0000	0000	0000	0000	2002	1001	0000	3003
	Grade 11	1001	0000	1001	0000	2002	0000	0000	4004
	Grade 12	0000	0000	0000	1001	4004	1001	0000	6006
	Grade MF	0000	1001	1001	0000	0000	0000	0000	2002
Student Population Excluding White not of Hispanic Origin									
School	Grade	Percentage							
World Family School		27	84.25%						





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ENROLLING NEW STUDENTS

Students new to the district (transfer students, students entering school for the first time) need to have a State Student ID located or assigned and an enrollment record created.

Select the 08-09 **Year** and the **School** from the **TOOLBAR**.

From the **INDEX**, expand **Student Information** and select **Student Locator**. Type in the **First Name**, **Last Name** and **Gender** of the student. Click **Search**.

A list of potential matches will appear on the right. If the student is a match, click on that student's name. Enter the student's demographic and enrollment information. Click **Save**.

If the Student Locator returns "No matches found", or if the student's name does not match those listed, click **Create New Student**. Enter the student's demographic and enrollment information. Click **Save**.

Note: See "Using Student Locator" at the end of this Quick Reference Guide.





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EDITING STUDENT INFORMATION

Changes to Demographic Information:

If a student has an error in demographic information (misspelled **Name**, wrong **Birthdate**, error in **Race/Ethnicity**, missing **Student Number** (local ID)), those changes can be made under **Census**.

From the **NAVIGATION TOOLS**, select **Census** and **People**. Make any changes on the **DEMOGRAPHICS** tab. I

If the student has a legal name change, click on the **IDENTITIES** tab. Select **New**. Enter the student's new last name and all other demographic information. Click **Save**.

The student will now have two identity records, with the most current record being the name displayed on the *User Interface* and all other reports. A search for the student under either name will yield a match.





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EDITING STUDENT INFORMATION

Changes to Enrollment Information:

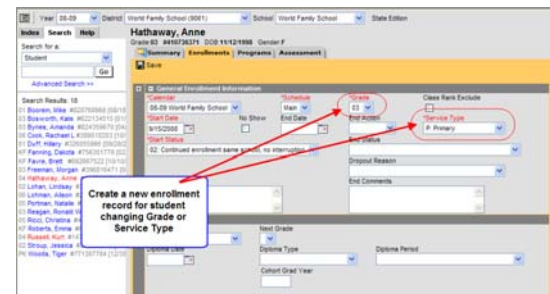
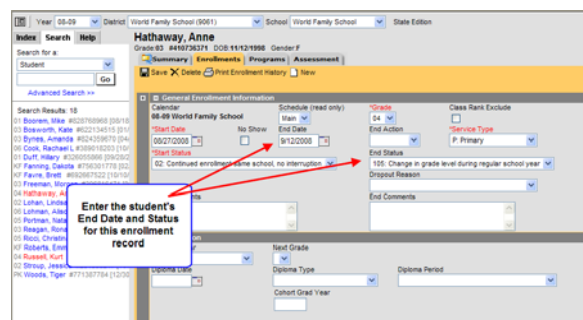
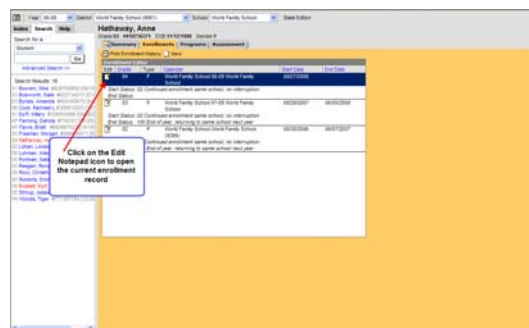
If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make those changes in the student's enrollment record.

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon. Edit the enrollment information and click **Save**.

If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record needs to be created.

Enter the student's **End Date** and **End Status** (105: *Change in grade level during regular school year*) for the current enrollment record. Click **Save**.

Select **New** and enter the student's **Start Date** and **Start Status** (02: *Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.





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EDITING STUDENT INFORMATION

Changes to Program Participation Information:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields**. Enter and/or make changes to any of the state reported data elements.

Expand the **Special Ed Fields**. Enter and/or make changes to **Special Ed Status**.





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REPORTING SPRING ATTENDANCE (OPTION 1)

Default All Students to Full Time Enrolled:

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Extracts**.

From the **Extract Type**, select **Attendance – Spring Count**. **Format** should default to **State Format (TSV)**. Select the school(s) from the current year's calendar.

Click **Generate Extract**. Save the file.

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Data Upload**. From the **Import Type**, select **Attendance – Spring Count**. From the **Work to Perform**, select **Load Partial File**. Browse for the file and select **Upload**.

Note: This process defaults all students to full-time enrollment. If you have students who are less than **Full Time enrolled**, see the next slide to correct **Aggregate Hours** for those students.





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REPORTING SPRING ATTENDANCE (OPTION 1)

Adjustments to Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the **Attendance and Enrollment Information**. If the student is less than full time enrolled, change the **Aggregate Hours** from **F: 720+ hours** to the student's actual enrollment status.

Full Time – **F: 720+ hours**

Three-Quarter Time – **T: 540-719 hours**

Half Time – **H: 360-539 hours**

One-Quarter Time – **Q: 180-359 hours**

Less Than One-Quarter Time – **N: 0-179 hours**

Click **Save**.

Wayne, John
Grade 05 #574083734 DOB 05/26/1997 Gender M

Summary Enrollments Programs Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. Fall Absent 0.000

Spring Attendance Count

Spring Aggregate Hours of Inst. Spring Absent 0.000

Testing Absent 0.000

10+ days unexcused absences 2nd sem

Change the Aggregate Hours to reflect the student's enrollment status





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REPORTING SPRING ATTENDANCE (OPTION 1)

Entering Spring Absent Information:

From your local student information system, generate a list of all students absent on the *Count Date* (February 2, 2009).

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Type the name of a student or click **Go** for a list of all students. Select a student who was absent on the *Count Date*. Click on the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** icon. Expand the **State Reporting Fields**. Scroll down to the **Attendance and Enrollment Information**. Enter the student's absence in the **Spring Absent** field (e.g., full absence = 1.000, half-day = 0.500).

If a student was absent 11 or more consecutive days prior to and including the *Count Date*, enter 1.000 for **Fall Absent** and check the **Exclude Spring ANB – 10 Day Rule** box.

Click **Save**.

Wayne, John
Grade 05 #574083734 DOB 05/26/1997 Gender: M

Summary Enrollments Programs Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. Fall Absent 0.000

Spring Attendance Count

Spring Aggregate Hours of Inst. Spring Absent 0.000

Test Window Attendance Count

Testing Aggregate Hours of Inst. Testing Absent 0.000

10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem

Title I Targeted Assistance Program

Wayne, John
Grade 05 #574083734 DOB 05/26/1997 Gender: M

Summary Enrollments Programs Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. Fall Absent 0.000

Spring Attendance Count

Spring Aggregate Hours of Inst. Spring Absent 1.0

Test Window Attendance Count

Testing Aggregate Hours of Inst. Testing Absent 0.000

10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem

Title I Targeted Assistance Program





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REPORTING SPRING ATTENDANCE (OPTION 2)

Entering Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click **Go** for a list of all students.

Click on the name of the first student. Select the **ENROLLMENTS** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the **Attendance and Enrollment Information**. Select the level of **Aggregate Hours** that reflects the student's enrollment status on the *Count Date* (February 2, 2009).

Full Time – *F*: 720+ hours

Three-Quarter Time – *T*: 540-719 hours

Half Time – *H*: 360-539 hours

One-Quarter Time – *Q*: 180-359 hours

Less Than One-Quarter Time – *N*: 0-179 hours

Click **Save** and repeat for all students enrolled on February 2, 2009.

Year: 09-09 District: Word Family School (0001) School: Word Family School State Edition: State Edition

Search for a Student: Student Search Go

Advanced Search

Search Results: 10

- 01 Bowers, Mike #1020763968 (08/18)
- 02 Bowers, Kate #022154815 (01/18)
- 03 Bowers, Aimee #020308010 (04/18)
- 04 Cook, Rachael #030618203 (10/18)
- 05 Durr, Hilary #020605008 (09/09)
- 06 Fanning, Schelle #020601778 (02/10)
- 07 Faurie, Brett #020607822 (10/10)
- 08 Freeman, Morgan #020605471 (01/10)
- 09 Hathaway, Anne #010726271 (01/10)
- 10 Lohan, Lindsay #017881368 (07/10)
- 11 Lohman, Alison #020421075 (09/10)
- 12 Portman, Natalie #104912016 (06/10)
- 13 Reagan, Ronald #012712037 (01/10)
- 14 Baci, Christine #011512086 (02/10)
- 15 Roberts, Emma #020205049 (02/10)
- 16 Russell, Kurt #107645322 (01/10)
- 17 Stroup, Jessica #020409024 (10/10)
- 18 Woods, Tiger #071307794 (12/09)

State Reporting Fields

State Exclude: Serving District: Resident District:

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Instruction: **Full Time**

Exclude Fall AIG - 10 Day Rule: ☐

Exclude Spring AIG - 10 Day Rule: ☐

10- days unexcused absences 1st sem: ☐

10- days unexcused absences 2nd sem: ☐

Title I Targeted Assistance Program

Title I

Title I Instructional Services: Reading/Lang Arts, Math, Science, Social Sciences, Vocational/Career, Other

Title I Support Services: Health, Dental and Eye Care, Guidance/Advocacy, Other

Title I - Other: Title I Part D Delinquent and served by:

Other Program Participation: Free/Reduced Lunch, LEP, Date 1st identified as LEP, Date English Proficient

Receives Supplemental Educ Serv (SES): ☐





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REPORTING SPRING ATTENDANCE (OPTION 2)

Entering Fall Absent Information:

From your local student information system, generate a list of all students absent on the *Count Date* (February 2, 2009).

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Type the name of a student or click **Go** for a list of all students. Select a student who was absent on the *Count Date*. Click the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** icon. Expand the **State Reporting Fields**. Scroll down to the **Attendance and Enrollment Information**. Enter the student's absence in the **Spring Absent** field (e.g., full absence = 1.000, half-day = 0.500).

If a student was absent 11 or more consecutive days prior to and including the *Count Date*, enter 1.000 for **Fall Absent** and check the **Exclude Spring ANB – 10 Day Rule** box.

Click **Save**.

Wayne, John
Grade 05 #574083734 DOB: 05/26/1997 Gender: M

Summary Enrollments Programs Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count
Fall Aggregate Hours of Inst. Fall Absent
0.000

Spring Attendance Count
Spring Aggregate Hours of Inst. Spring Absent
0.000

Test Window Attendance Count
Testing Aggregate Hours of Inst. Testing Absent
0.000

10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem

Title I Targeted Assistance Program

Wayne, John
Grade 05 #574083734 DOB: 05/26/1997 Gender: M

Summary Enrollments Programs Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count
Fall Aggregate Hours of Inst. Fall Absent
0.000

Spring Attendance Count
Spring Aggregate Hours of Inst. Spring Absent
1.0

Test Window Attendance Count
Testing Aggregate Hours of Inst. Testing Absent
0.000

10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem

Title I Targeted Assistance Program






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 Appendix B: Enrollment End Status		
CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 th grade student enters high school when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.





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CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.





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CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.





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CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		






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 Appendix C: Dropout Reason Codes		
CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.





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CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.





2009 Spring Attendance Collection – Direct Entry

USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplication of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate the student's State ID number.